

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
EXECUTIVE SECRETARY
CENTRAL OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Central Office, Wethersfield, CT

Hours: 40 hours per week, 1st Shift, M-F

Salary: \$54,608.00 - \$74,650.00 Annually

Closing Date: March 4, 2014

Eligibility Requirement: This is an unclassified appointed position. The incumbent will serve at the discretion of the Commissioner of Corrections. Candidates must possess the preferred experience as indicated below to apply for this position. Incumbents in this class shall be appointed with Section 5-198(11) of the Connecticut General Statutes.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of functions, procedures, programs and regulations of relevant organizational unit; considerable knowledge of English grammar, spelling and punctuation; considerable interpersonal skills; ability to interact effectively with supervisor, co-workers and general public; ability to work independently on administrative tasks and make decisions within framework of departmental policies; ability to follow complex instructions; ability to take accurate and complex dictation; supervisory ability

Preferred Experience: This position will function as the sole administrative support for the Deputy Commissioner of Administration. Candidates with the following skills and experience will be given preference: executive level administrative support, preferably in a large scale professional environment with the responsibilities of managing an executive calendar, coordination of meetings and extensive business writing experience. Superior customer service experience is required of this position. Candidates should possess advanced computer skills in Microsoft Office Suite, knowledge of other web-based applications such as PeopleSoft is also preferred. Candidates should have experience creating executive presentations, spreadsheets, and possess superior analytical and report writing skills, superior problem solving and interpersonal skills, the ability to work autonomously, ability to multitask, and outstanding organizational skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter outlining their qualifications, a resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Susan Levey, Administrative Assistant
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Susan.Levey@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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